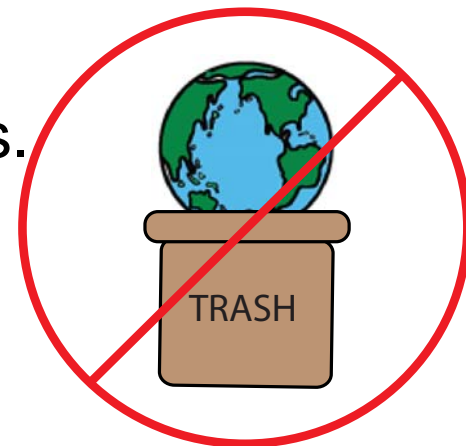




# Reduce, Reuse and Recycle Office Paper



- Buy recycle content paper for all office uses.
- Use electronic mail. Send documents in electronic formats.
- Avoid using cover sheets to send faxes.
- If hard copies are needed, print double-sided or use the blank side of single-sided copies whenever possible.
- Use spell check and proofread before you print or copy.
- Dispose of all paper in the green or blue recycle bins.



**For more information contact Nancy Rothermich, EH&S Division (x4644).**